

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, AUGUST 30, 2001
8:15 A.M.**

Commissioners Present: Kathy Campbell, Chair
Larry Hudkins
Bernie Heier

Commissioners Absent: Bob Workman, Vice Chair
Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dave Johnson, Deputy County Attorney
Bruce Medcalf, County Clerk
Ann Taylor, County Clerk's Office

The Staff Meeting was called to order at 8:35 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, AUGUST 23, 2001

MOTION: Hudkins moved and Heier seconded approval of the Staff Meeting minutes of August 23, 2001. Hudkins and Campbell voted aye. Heier abstained from voting. Motion carried.

2 ADDITIONS TO THE AGENDA

A. Letter from the Lincoln Independent Business Association (LIBA)

MOTION: Heier moved and Hudkins seconded approval of the addition to the agenda. Heier, Hudkins and Campbell voted aye. Motion carried.

ADDITIONS TO THE AGENDA

A. Letter from the Lincoln Independent Business Association (LIBA)

The Board reviewed a letter from the Lincoln Independent Business Association (LIBA) regarding next year's budget preparations (Exhibit B).

The Chair asked Commissioners Hudkins and Stevens to assist Dave Kroeker, Budget & Fiscal Officer, in preparing for discussion of the County's budget with the LIBA Budget Monitoring Committee.

3 COUNTY SPECIAL PERMIT NO. 187 & PRELIMINARY PLAT NO. 01009, PRAIRIE VISTA COMMUNITY UNIT PLAN, NORTH 176TH & FLETCHER AVENUE - Mike DeKalb, Planning Department; Larry Worrell, County Surveyor

Mike DeKalb, Planning Department, reviewed County Special Permit No. 187 and Preliminary Plat No. 01009, Prairie Vista Community Unit Plan, a request from Lyle Loth, for Andrew and Tamera Ingwerson, for a Community Unit Plan and Preliminary Plat to create six lots on property at North 176th and Fletcher Avenue (Exhibit A). He noted a recommendation of approval from the Planning Commission and Planning Staff.

In response to a question from Campbell, DeKalb said Coddle Lane has been renamed Grace Lane.

Larry Worrell, County Surveyor, reported that the development will meet the qualifications for road maintenance.

4 HEALTH INSURANCE RATES - Georgia Glass, Personnel Director; Bill Kostner, City Risk Manager; Steve Snyder and Craig Currier, Marsh USA, Inc.

Steve Snyder, Marsh USA, Inc., reviewed the following documents (Exhibit C):

- O Renewal premium rates from United Healthcare for the Health Maintenance Organization (HMO) and Preferred Providers Organization (PPO) plans

Snyder said a rate increase of 24% is requested for both plans, noting United Healthcare will hold the rate increase to 19.5% if the plan design is modified to include a three-tier pharmacy co-payment program - \$10 (generic)/\$20 (preferred drug list)/\$35 (non-preferred drug list). He said prescription drugs are the number one inflationary item in health care today and said County employees' drug utilization represents nearly 17% of total utilization of the health care plan. This compares to 8% five years ago.

Snyder said if there is a change of more than 10% in total, or in any of the rating tiers, United Healthcare will reevaluate the rates.

Georgia Glass, Personnel Director, noted that the County will be paying 100% of the single coverage premium for employees represented by the American Federation of State, County & Municipal Employees (AFSCME) and employees in the unrepresented class in the new plan year and said this may result in an increase in single participation.

Snyder said a decrease in participation would be a greater cause for concern for the insurance company.

Heir asked why the premium for Employee and Spouse coverage is more than double the cost of the premium for Employee Only.

Snyder explained that the majority of the workforce is male and said the increased cost for adding spouses accounts for the fact that females utilize health services to a greater extent.

O *Lancaster County, Premium and Paid Claims Experience Report, Medical, United Healthcare, January 1, 2000 - December 31, 2000*

Snyder reported a 92.47% cumulative loss ratio for 2000 and said this figure is only based on claims. The average monthly claim cost per employee was \$369.38.

O *Lancaster County, Premium and Paid Claims Experience Report, Medical, United Healthcare, January 1, 2001 - December 31, 2001*

Snyder reported that the cumulative loss ratio increased to 105.80% for the first four month period of 2001 and said the average monthly claim cost per employee increased to \$512.69.

Snyder reported a deficit of \$256,120 for 2000, which includes administrative expenses, and said a \$142,871 loss has been incurred by United Healthcare for the first four months of 2001.

O *United Healthcare of the Midlands, Renewal Justification Worksheet*

Snyder reported that monthly member expenses were \$193.59 for medical coverage and \$39.43 for pharmacy for the experience period of March 1, 2000 through April 30, 2001. This figure represents all plan participants, including spouses and dependents.

Currier noted that the pharmacy cost would have been \$10 - \$15, five years ago.

Snyder noted that a pooling factor of \$150,000 is built into the plan and said any claims in excess of that amount are not included in the claims experience for renewal calculations.

Currier noted that large claim activity was less than projected.

Snyder stated that the actual calculated renewal increase is 32.4% and said he considers United Healthcare's 24% rate increase to be a very reasonable renewal offering.

O *Lancaster County, Summary of Current and Renewal Medical Plan Costs*

Snyder said total health care costs are projected to be \$5,953,725 for 2001 and \$7,382,624 for 2002.

Glass noted that the rate increase will be borne by the County, not the employees.

The Board requested data on how many employees would incur the \$35 pharmacy co-payment cost.

Hudkins expressed concern that many employees cannot afford that cost.

Heier suggested that pharmacy co-payments be based on earning levels.

O *Lancaster County, Proposed Plan Change*

Snyder said \$267,903 in savings are projected if a three-tier pharmacy co-payment program is implemented.

Heier asked the Marsh USA, Inc. to try to negotiate a better administrative fee with United Healthcare.

Hudkins requested pricing of a \$10 (generic)/\$20 (brand name) pharmacy co-payment program.

Campbell said AFSCME has suggested that the County self-insure the health insurance plan.

Dave Kroeker, Budget and Fiscal Officer, said the County's limited employee pool is a problem. He said the City has a larger pool and tried self-insurance for one year before reverting back.

The Board asked Bill Kostner, City Risk Manager, to check on what it cost the City to administer self-insurance of its plan.

Snyder said it may be more effective to self-insure the dental plan and referred to the following documents (Exhibit C):

- O *Lancaster County, Premium and Paid Claims Experience Report, Dental, Ameritas, January 1, 2000 - December 31, 2000*
- O *Lancaster County, Premium and Paid Claims Experience Report, Dental, Ameritas, January 1, 2001- December 31, 2001*
- O *Lancaster County, Experience Projection, Dental Coverage*
- O *Lancaster County, Dental Plan Highlights*

Snyder said Ameritas has not provided a renewal rate for the dental insurance plan, to date, but said an increase is not anticipated. He said a quote on administrative services will also be requested.

The Board asked Glass to update representatives of the bargaining units on the discussion and to ask them to refer any questions to her.

5 COUNTY SPECIAL PERMIT NO. 189, DIAMOND HEAD RANCH GOLF CLUB, NORTHWEST 140TH & WEST HOLDREGE STREET -
Dave Johnson, Deputy County Attorney; Stephen Mossman, attorney representing Diamond Head Ranch Golf Club L.L.C.

Dave Johnson, Deputy County Attorney, said he had been asked to review a motion of a petition filed in the District Court against Diamond Head Ranch Golf Club L.L.C. as it relates to County Special Permit No. 189. He explained that a replevin action is an attempt to gain possession of property and said the petition that was filed does not attempt to seize the property contained in the special permit.

Stephen Mossman, attorney representing Diamond Head Ranch Golf Club L.L.C., said it is his understanding that the matter has been resolved and agreed to forward dismissal documents to the County Attorney's Office.

In response to a question from Hudkins, Mossman said the issues of equipment needed for maintenance of the golf course and financing of that equipment can be addressed at the public hearing, scheduled for the September 11, 2001 County Board of Commissioners Meeting.

6 GARAGE AT 444 CHERRYCREEK ROAD - Don Killeen, County Property Manager; JoAnne Kissel, Sinclair Hille & Associates Inc.; Bill Jarrett, Chief Deputy Sheriff; Doug Ahlberg, Emergency Management Director

JoAnne Kissel, Sinclair Hille & Associates Inc., presented *Lancaster County Vehicle Storage Facility, Programmatic Diagram* (Exhibit E), noting 24,480 square feet of storage is planned for the following departments:

	<u>Square Feet</u>
• Building & Safety Department	1,440
• Lincoln/Lancaster County Health Department	2,160
• Citizens Information Center	720
• Lancaster County (non department)	1,440
• Emergency Management	2,160
• County Sheriff	3,600
• Lincoln Fire Department	12,960

Kissel estimated the cost of the facility at \$1.2 million.

Don Killeen, County Property Manager, said agencies utilizing the facility will lease space on a square footage cost. He added that most of the agencies listed are currently leasing space.

In response to a question from Hudkins, Bill Jarrett, Chief Deputy Sheriff, said the Sheriff's Office and Fire Department could share climate controlled areas, such as restrooms and conference room space. He said his department is also willing to share bay space with Emergency Management but needs wall separation from other agencies for security reasons.

Location of the facility in relation to the County Extension Building was briefly discussed, with size indicated as the determining factor. It was also suggested that loft space in the lower bay areas could be utilized for additional storage.

The Board requested additional financial information before proceeding.

7 HIRING FOR TOBACCO SETTLEMENT FUNDED PROGRAMS - Dean Settle, Community Mental Health Center Director

Dean Settle, Community Mental Health Center Director, presented *Community Mental Health Center of Lancaster County, Grant Proposals, Submitted August 20, 2001* (Exhibit F), five grant proposals for tobacco settlement funded programs. He said the recipients of the grants will be announced on September 10, 2001.

Settle said funding will require the addition of the following positions - two (2) licensed mental health professionals, ten (10) mental health specialists (case managers) and three (3) licensed mental health professionals that are also certified addiction counselors. He requested authorization to post these job positions through the Personnel Department with the understanding that the positions will not be filled unless they are funded.

Heier indicated that he is a member of one of the teams through Region V that are reviewing the grant proposals and said he plans to declare a conflict of interest.

In response to a question from Campbell, Settle said start-up costs are included in the grant. He indicated that space needs are being assessed and said Trabert Hall and the professional building next to the Community Mental Health Center are considered options.

Campbell asked Settle for an explanation of why the grant proposals were submitted without signature by the Board.

Settle said he had shared the Community Mental Health Center's intent to seek the grants with the Board on several occasions.

Dave Johnson, Deputy County Attorney, explained that review by the County Attorney's Office is required on grant applications and said the County Board Chair should have been the one to sign the grant application, upon designation by the Board.

Hudkins questioned whether the new positions would be County employees and asked what will happen when grant funding runs out.

Settle said the Nebraska Legislature has indicated a long-term commitment to funding.

Campbell noted that the funding could be withdrawn in the Legislature's Special Session.

Settle said announcement of recipients will take place a month before the Special Session, but said hiring will not take place during that period.

Campbell suggested that Settle develop a plan, including utilization of space, but said no hiring should take place without Board approval.

MOTION: Heier moved and Hudkins seconded to proceed with advertisement of the positions. Heier, Hudkins and Campbell voted aye. Motion carried.

8 SALARIES FOR UNCLASSIFIED EMPLOYEES - Georgia Glass, Personnel Director; John Cripe, Classification and Pay Manager

Sheriff Captains

Terry Wagner, Lancaster County Sheriff, appeared and reviewed his recommendations for Captains' salaries (see Page 15 of the agenda packet).

Board consensus was to accept the recommendations for Captains' salaries.

Bailiffs

Board consensus was to accept the recommendation of a 5% increase.

Work Release Coordinator

The Board requested additional information on the position.

District Court Receptionist

John Cripe, Classification and Pay Manager, indicated that the position has already received a 4.75% salary adjustment.

District Court Referee

Board consensus was to set the salary at \$70,100, a 5% increase.

The Board also directed that a letter be sent to the District Court Judges informing them that this an annual salary adjustment, that there is no merit or cost-of-living adjustment, and that salaries are not kept commensurate with those in Douglas County.

Psychiatrists

The Board held this item and asked the Personnel Department to check with Douglas County, Region VI and Sedgwick County, Kansas (includes Wichita) to see whether they have comparable positions.

Attorneys I & II

The Board reviewed the following (Exhibits G & H):

- O *Lancaster County - Amended Salary Recommendation Worksheet (Non-Negotiated Salaries Other Than Elected Officials & Chief Deputies), Lancaster County Attorney's Office, April 2001 (Revised 7/01)*
- O *Lancaster County - Amended Salary Recommendation Worksheet (Non-Negotiated Salaries Other Than Elected Officials & Chief Deputies), Lancaster County Public Defender's Office, Revised: July 27, 2001*

The Board approved a range of: \$43,000 - \$55,000 for Attorney I's
\$56,000 - \$85,000 for Attorney II's

Directors

The Board reviewed *Directors Salary Information, 2001-2002* (see Page 48 of the agenda packet) and asked the Personnel Department to revise the document to show a 5% increase for each of the directors, with the exception of Sheryl Schrepf, Juvenile Mental Health Director, who will receive a six month job review, and to add additional columns showing a 5.5% increase for Gary Chalupa, Veterans Service Officer; Dennis Banks, Lancaster County Juvenile Detention Center Director; Michelle Schindler, Lancaster County Juvenile Detention Center Deputy Director; and Don Killeen, County Property Manager; and comparable salaries for the directors.

The Board also instructed the Personnel Department to begin gathering data for consideration of elected officials salaries, including a Nebraska Association of County Officials (NACO) salary study.

- 9 POSITION DESCRIPTIONS FOR BUDGET & FISCAL OFFICER; COMMUNITY MENTAL HEALTH CENTER DIRECTOR; EMERGENCY MANAGEMENT DIRECTOR; CHIEF ADMINISTRATIVE OFFICER; LANCASTER MANOR ADMINISTRATOR; ATTENTION CENTER DIRECTOR AND NOXIOUS WEED CONTROL SUPERINTENDENT -**
Georgia Glass, Personnel Director; John Cripe, Classification and Pay Manager

Item held.

10 ACTION ITEMS

- A. Attendance at Nebraska Association of County Officials (NACO) Annual Conference (October 9-11, 2001) and Southeast District Meeting (September 13, 2001)

Hudkins and Heier indicated that they plan to attend the Nebraska Association of County Officials (NACO) Annual Conference. Hudkins said he will attend the Southeast District Meeting and Campbell said she plans to attend the morning session.

- B. Microcomputer Request C#2001-270, \$1,729.95 from the Human Services Budget for Compaq Pentium III, Scanner and Software

MOTION: Hudkins moved and Heier seconded approval, with the stipulation that the existing computer will be transferred to County Court Judge Foster's court. Hudkins, Heier and Campbell voted aye. Motion carried.

- C. Microcomputer Request C#2001-271, \$828.70 from the Mental Health Center Budget for a Scanner and Visual Fox Pro 7 Software

Item held for more information.

- D. Authorize Kerry Eagan, Chief Administrative Officer, to Sign Proxy for Fidelity Magellan Fund

MOTION: Heier moved and Hudkins seconded approval. Heier, Hudkins and Campbell voted aye. Motion carried.

11 ADMINISTRATIVE OFFICER REPORT

- A. Work Sessions for Region V and Mental Health

Item held.

B. Elected Officials Salaries

Item held.

C. Winning With Wellness

Eagan distributed information from Sue Eckley, Workers' Compensation & Risk Management Manager, regarding the "Winning with Wellness" contest (Exhibit D).

MOTION: Heier moved and Hudkins seconded to participate in the "Winning with Wellness" contest and to pay the registration fee for County employees that wish to participate. Heier, Hudkins and Campbell voted aye. Motion carried.

D. Youth Assessment Center Staffing

Eagan said a staffing model is included in the agenda packet (Pages 57-65). He added that the Child Guidance Center will provide psychological services.

Heier said the Youth Assessment Center will not be staffed 24 hours a day/7 days a week but said it will be covered for that period utilizing Juvenile Detention Center staff.

E. Open House for Election Commission

MOTION: Hudkins moved and Heier seconded to authorize \$500 for expenses related to the Open House, tentatively scheduled for September 20, 2001. Hudkins, Heier and Campbell voted aye. Motion carried.

F. Guidelines for Obtaining an Amusement License

Gwen Thorpe, Deputy Chief Administrative Officer, and Dave Johnson, Deputy County Attorney, reviewed *Guidelines for Obtaining an Amusement License* (Exhibit I).

G. Geographic Information System (GIS) Redistricting Orientation for Commissioners and Location of Computer

The Board requested additional information on what is involved in the orientation session and how much time is required. It was noted that the County Clerk's Office has volunteered office space for location of the computer.

H. Request from the Hickman Voice to Publish County Legal Notices

Bruce Medcalf, County Clerk, reported on a request from the Hickman Voice for the County to publish legal notices in their newspaper.

The Board asked Medcalf to review the County resolution that established an official newspaper with the County Attorney's Office.

12 DISCUSSION OF BOARD MEMBER MEETINGS

A. Lancaster County Fairgrounds Joint Public Agency - Heier, Workman

No report was given.

13 ADJOURNMENT

MOTION: Heier moved and Hudkins seconded to adjourn the meeting at 12:16 p.m. Hudkins, Heier and Campbell voted aye. Motion carried.

Bruce Medcalf
County Clerk